



# ***COMMITTEE of the WHOLE***

## ***CITY COUNCIL***

**MINUTES**  
**September 2, 2008**  
**5:00 P.M.**  
**Council Office**

### **COUNCIL MEMBERS PRESENT:**

M. Goodman-Hinnershitz, J. Waltman, D. Sterner, V. Spencer, S. Marmarou, M. Baez

### **OTHERS IN ATTENDANCE:**

C. Younger, R. Hottenstein, S. Katzenmoyer, L. Kelleher, W. Heim, C. Kanezo, T. McMahon, B. Reinhart

Vaughn Spencer, President of Council, called the Committee of the Whole meeting to order at 5:04 p.m.

### **I. Executive Session**

Council entered into executive session at 5:05 pm to discussion personnel issues.  
Council exited executive session at 5:47 pm.

### **II. Housing Permit Application Process Update**

Mr. Reinhart reviewed the updated data distributed to Council. He indicated that a letter has been sent to those landlords who have not entered the process that their properties can be shut down. He noted that the major delays in the process are owners who do not have Business Privilege Licenses and inspections are needed.

Mr. Waltman questioned the process to acquire a Business Privilege License. Mr. Reinhart was unsure of this process.

Mr. Spencer noted that the Tax Department should have prior records to compare them to the 2008 licenses. That information should be shared with Codes. Mr. Reinhart noted that they are coordinating data.

Mr. Marmarou questioned if properties are checked for the last inspection date. Mr. Reinhart reported that they are and if they have not been inspected within the last three years, a permit is not issued.

Mr. Marmarou described a situation in the 1200 block of Pike St. He noted his frustration with the Albright Rugby team.

Mr. Waltman indicated that this is a large process. He noted that Zoning is now getting backlogged due to the zoning permit required. He noted his hope that Zoning will not begin issuing permits just to clear the backlog. He considers the final phase of the process the enforcement of those who have not entered the process and those who lack information necessary to complete the process. They should be targeted and be set as an example. Mr. Reinhart noted that letters have been sent to those still missing information and requesting its submission.

Ms. Goodman-Hinnershitz noted her belief that the City has done its due diligence and is legally cleared to begin the enforcement phase.

Mr. Marmarou questioned when enforcement would begin. Mr. Reinhart indicated that the burden of proof that a property is a rental lies with the City. Inspectors will begin collecting data.

Mr. Waltman noted that it is important to set the record with those who have completed the process. He noted the need to get creative with ways to get more inspections completed. Ms. Goodman-Hinnershitz suggested issuing a provisional permit until the property can be inspected.

Mr. Sterner questioned the zoning process. Mr. Reinhart replied that a single family rental can be approved by the Zoning Administrator. All multiple units must be reviewed by the Administrative Hearing Officer or to the Zoning Hearing Board. He noted that the \$50 processing fee does not guarantee a property owner a permit

Mr. Sterner suggested that when a rental property does not have permits, the tenants should send rent payments into an escrow account established by the City, which will cut the landlord's revenue stream and entice them to go through the process. Mr. Reinhart also suggested vacating these properties.

The meeting was adjourned at 6:20 pm.

Respectfully Submitted

By: \_\_\_\_\_  
Linda A. Kelleher, City Clerk